

COMMONWEALTH OF VIRGINIA
Department of Environmental Quality



AIR PERMIT APPLICATION
Ownership/Name Change

General information

DOCUMENT CERTIFICATION FORM
(see other side for instructions)

I certify under penalty of law that this document and all attachments [as noted above] were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I certify that I understand that the existence of a permit under [Article 6 of the Regulations] does not shield the source from potential enforcement of any regulation of the board governing the major NSR program and does not relieve the source of the responsibility to comply with any applicable provision of the major NSR regulations.

SIGNATURE: _____ DATE: _____
NAME: _____
TITLE: _____ REGISTRATION
COMPANY: _____ NUMBER: _____

References: Virginia Regulations for the Control and Abatement of Air Pollution (Regulations), 9 VAC 5-20-230B and 9 VAC 5-80-1140E. See reverse of this form for instructions.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY

DOCUMENT CERTIFICATION FORM

INSTRUCTIONS FOR USE

Various provisions of the Regulations for the Control and Abatement of Air Pollution require that certain documents submitted to the Board or the Department be signed by a responsible official with certification that the information contained in the statement is accurate to the best knowledge of the individual certifying the statement. Documents covered by this requirement include, but are not limited to, permit applications, registrations, emission statements, emission testing and monitoring reports, or compliance certifications. The certification should include the full name, title, signature, date of signature, and telephone number of the responsible official. A responsible official is defined as follows (Regulations, 9 VAC 5-20-230A.):

- a. For a business entity, such as a corporation, association or cooperative, a responsible official is either:
 - (1) The president, secretary, treasurer, or a vice-president of the business entity in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the business entity; or
 - (2) A duly authorized representative of such business entity if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), or (ii) the authority to sign documents has been assigned or delegated to such representative in accordance with procedures of the business entity.
- b. For a partnership or sole proprietorship, a responsible official is a general partner or the proprietor, respectively.
- c. For a municipality, state, federal, or other public agency, a responsible official is either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

Certification is required with each application submittal, including amendments to an application (i.e. new pages, revisions to existing pages and other amendments to application information).

Reference: Regulations, 9 VAC 5-80-1140D. Letters, phone calls, etc. are considered additional supplementary information to the certified application submittal.

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR PERMIT APPLICATION GENERAL INFORMATION

PERSON COMPLETING FORM	DATE	REGISTRATION NUMBER

REASON(S) FOR SUBMISSION (Check all that apply):

- ☐ Notification of Change in Ownership - Effective Date: _____
- ☐ Notification of Facility Name Change - Effective Date: _____
- ☐ Notification of Owner Name Change - Effective Date: _____
- ☐ OTHER (SPECIFY): _____

PERMIT AMENDMENT REQUESTED? YES _____ NO _____

COMPANY AND DIVISION NAME:

MAILING ADDRESS:

TELEPHONE NUMBER:

NUMBER OF EMPLOYEES AT SITE:

PROPERTY AREA AT SITE:

EXACT SOURCE LOCATION – INCLUDE NAME OF CITY (COUNTY) AND FULL STREET ADDRESS OR DIRECTIONS:

PERSON TO CONTACT ON AIR POLLUTION MATTERS – NAME AND TITLE:

PHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

☐ Please check here if you obtained this form from the DEQ website.

FOR OFFICIAL USE ONLY

COUNTY CODE:

PLANT ID NUMBER:

LAT/LONG:

GENERAL INFORMATION INSTRUCTIONS

REASON FOR SUBMISSION - check the appropriate box(es) and the applicable regulation(s).

1. "Notification of Change in Ownership" means that you simply are notifying DEQ of the changes as required by regulation. Requests to update a permit for the change shall be made by completing the "Permit Amendment" field.
2. "Notification of Facility Name Change" means that you simply are notifying DEQ of the changes as required by regulation. Requests to update a permit for the change shall be made by completing the "Permit Amendment" field.
3. "Notification of Owner Name Change" means that you simply are notifying DEQ of the changes as required by regulation. Requests to update a permit for the change shall be made by completing the "Permit Amendment" field.
4. "Other" means that you are simply notifying DEQ of some administrative change. Please indicate what the change is. Requests to update a permit for the change shall be made by completing the "Permit Amendment" field.

PERMIT AMENDMENT REQUESTED – Check the appropriate box to indicate if the facility permit(s) shall be updated through the administrative amendment process.

COMPANY AND DIVISION NAME - list the official company name and the division if applicable.

MAILING ADDRESS - list the mailing address that corresponds to the facility on this application.

TELEPHONE NUMBER - list the phone number at the facility.

NUMBER OF EMPLOYEES AT SITE - list the number of employees at the facility.

PROPERTY AREA AT SITE - list the area in acres.

EXACT SOURCE LOCATION - provide a description of the facility location indicating street address or directions to facility; provide a map pinpointing the exact source location and specify where the plant property boundaries are, if requested by the regional office; provide a plant layout with dimensions of all buildings (height, length, width) at the facility indicating all stack and emission point locations by stack or reference number, if requested.

PERSON TO CONTACT ON AIR POLLUTION MATTERS - provide the name/title of a contact person for air pollution matters.

PHONE NUMBER - provide a phone number at which DEQ staff can reach the contact person.

FAX PHONE NUMBER - provide the fax number of the contact person, if there is one.

E-MAIL ADDRESS - provide an E-mail address of the contact person, if you wish to communicate with DEQ by e-mail.

FOR OFFICIAL USE ONLY - provided for use by the DEQ regional office.

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR PERMIT APPLICATION GENERAL INFORMATION (continued)

COMPANY NAME	DATE	REGISTRATION NUMBER

DESCRIBE THE PRODUCTS MANUFACTURED AND/OR SERVICES PERFORMED AT THIS FACILITY:

LIST THE STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE(S) FOR THE FACILITY:

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LIST THE NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE(S) FOR THE FACILITY:

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PLEASE LIST ALL THE FACILITIES IN VIRGINIA UNDER COMMON OWNERSHIP OR CONTROL BY THE OWNER OF THIS FACILITY:

GENERAL INFORMATION (continued) INSTRUCTIONS

COMPANY NAME - give the company name, the date completed, and the registration number assigned to the facility if applicable.

IS THE FACILITY DESIGNED TO BE PORTABLE? - 9 VAC 5-80-1110 B defines "portable", to mean an emissions unit that is designed to have the capability of being moved from one location to another for the purpose of operating at multiple locations and storage when idle. Indications of portability include, but are not limited to, wheels, skids, carrying handles, dolly, trailer, or platform. If this facility is already permitted as a portable facility, list the date of the effective permit.

IS THIS AN APPLICATION TO BE PERMITTED AS A PORTABLE PLANT? - if the facility is designed to be portable, indicate whether or not you wish to have the permit contain specific conditions that will acknowledge this fact, so that the facility may be relocated without a new permit in accordance with 9 VAC 5-80-1320 A.1.c.

IS THIS A NOTIFICATION OF RELOCATION OF A PORTABLE FACILITY? - 9 VAC 5-80-1320 A.1.c allows the relocation of a properly permitted portable facility to be exempt from permitting requirements, as long as it meets certain requirements, one of which is timely notification of the relocation. This notification should be sent to the Director of the DEQ Regional Office into whose area of responsibility the facility will be relocated. The 15-day notification period begins when DEQ receives the notification. Submission of pages 1, 2, and 3 of this form 7 may be used for that notification (with "RELOCATION of a SOURCE" marked on Page 2). However, use of this form for that purpose is not required. Note that a site map and documentation of site suitability should accompany this form or whatever means of notification is used. Include the registration number of any stationary source that will be co-located with the portable facility at the new site.

Site suitability may be documented by the use of a properly certified Local Governing Body Certification Form from the locality to which the facility will be relocated, although that form is not required for this purpose. Contact the appropriate DEQ Regional Office for instructions. DEQ will make a determination of site suitability based upon regional and local requirements.

PRODUCTS MANUFACTURED/SERVICED - indicate the type of business in which this facility is engaged, listing products produced and/or services performed.

SIC CODE(S) - provide all 4-digit Standard Industrial Classification Code(s) for this facility and for the process(es). Place primary SIC in the first set of blocks.

NAICS CODE(S) - provide all 6-digit North American Industry Classification System Code(s) for this facility and for the process(es). Place primary NAICS in the first set of blocks.

FACILITIES UNDER COMMON OWNERSHIP - list the facilities in Virginia that are owned by the applicant company, its subsidiaries, and its parent company.

